



## FIRE SAFETY

We make sure all our schemes keep to fire regulations and carry out regular Fire Risk Assessments to properties where residents share a common area, e.g. communal hallway. With safety in mind, all our buildings meet relevant building regulations at the time they were built. In modern properties, the walls and the doors between flats, stairs and corridors are designed to stop fire and smoke from spreading. Never leave these doors wedged open.

We design our homes so that you can always get to your front door from your bedrooms without having to go through the kitchen – the most likely room where a fire could start. Outside the building, roads and car parks have been designed so that emergency vehicles can get as near as possible.

If there is a fire in your block call the fire service and they will tell you if you should leave your flat. If you discover a fire, call 999 as soon as possible. Don't assume someone else has done it already.

### What Should I Do If A Fire Starts In My Home?

If a fire starts in your home you should:

- ❖ Tell other people in your home.
- ❖ Leave your home straight away and close the door. Do not tackle the fire unless it is safe to do so.
- ❖ Do not use balconies to get out unless they are part of an official escape route.
- ❖ Do not use lifts.
- ❖ If the fire alarm is not sounding, break the glass on the nearest fire alarm call-point on your way out.
- ❖ Call 999.

### Safety and Security In Our Homes

The safety and security of our residents is very important to us. This leaflet gives you information and advice to make your home a safer place to live.

### What You Should Do If A Fire Starts Somewhere Else In The Building

If you hear the fire alarm, it is important for you to stay in your own home, unless instructed otherwise by the Fire Service.

But if your own home is affected by smoke or heat, leave straight away. Close all the doors, and remember not to use a lift if you have one in your block.

### How You Can Help Prevent Fire

Did you know that half the deaths caused by fire in the home happen between 10.00pm and 8.00am? So it is important for you to check your home before you go to bed.

- ❖ Switch off and unplug electrical appliances. Only leave on the ones that are designed to be left on, like some televisions, fridges and freezers.
- ❖ Check the cooker. Make sure the grill, hobs and oven are turned off.
- ❖ Do not leave the dishwasher or washing machine on. The high-speed motors and friction they cause can be a fire risk.
- ❖ We recommend that you do not use candles in your home. Make sure cigarettes and pipes are out – wet them to be sure. Never smoke in bed as you

could fall asleep and set fire to your bedding.

- ❖ Check the escape route. It should be clear of any obstacles.
- ❖ Close doors. They will slow down the speed at which a fire can spread, and will help keep smoke out.
- ❖ Turn off electric blankets.

## Fire Alarms

All schemes are fitted with fire alarm systems that are tested regularly.

Some homes also have heat and smoke detectors, and these will alert you if there is a fire. Some of these are battery operated, and you will need to ensure that the battery is changed regularly.

## Fire Escapes

Please do not block the escape routes. Keep stairs and corridors tidy and free from clutter. Some residents use wheelchairs which need more room. In a shared building, safety depends on everyone co-operating. If a fire starts, the hallway may be the only way out.

## Fire Doors

These must not be left wedged open, as this could put lives at risk if there is a fire.

## Fire Extinguishers

Where fire extinguishers are provided, these must not be used to wedge open doors.

## Insurance

We are responsible for insuring the structure of our buildings. You are responsible for insuring the contents of your own home against accidental damage, breakages, flood, fire and theft. Contact your Housing Officer for more information.

## Security In The home

At some schemes we have installed CCTV for the building's security. Residents are responsible for taking sensible precautions to help with security.

- ❖ At night, and when you go out, make sure you have closed all windows and doors.
- ❖ Always check the identity of callers before letting them in.
- ❖ If you use a shared door, such as the front door, please make sure it is closed.
- ❖ Please report anything suspicious to the Police.

## Our Contact:

**Westway Housing Association**  
**292B Kensal Road**

**London**

**W10 5BE**

**Phone : 020 8964 2323**

**Email : [enquiries@westwayha.org.uk](mailto:enquiries@westwayha.org.uk)**

**Web : [www.westwayha.org.uk](http://www.westwayha.org.uk)**

## Opening Hours

Monday - Friday: 9am - 5pm

This leaflet is about safety and security in our homes. If you would like this leaflet in another language or format, please contact us on: